



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
850 TICONDEROGA ST STE 100
PEARL HARBOR HI 96860-5102

26 Mar 20

MEMORANDUM FOR DISTRIBUTION

Subj: EMERGENCY OPERATIONS CENTER DIRECTIVE 20-006: RESTRICTION OF MOVEMENT (ROM) PERSONNEL TRACKING

Ref: (a) CNO WASHINGTON DC NAVADMIN 083/20 Restriction of Movement (ROM) Guidance

1. In accordance with reference (a), Joint Base Pearl Harbor-Hickam (JBPHH) Commanding Officer is required to track all Restriction of Movement (ROM) or Person Under Investigation (PUI) personnel residing in Navy Lodging (Unaccompanied Housing, NGIS, Navy Lodge, PPV family housing, BOTH Hunt and Hickam Communities) on and off installation. There is no need for installations to track tenant personnel in a ROM status in private residence/lodging.
2. JBPHH has over 250 tenant commands responsible for over 96,000 personnel across Oahu. JBPHH is able to accomplish this task by creating SharePoint tools on C4I for tenant commands to report key information, without violating Personal Identifiable Information or Health Insurance Portability and Accountability Act (HIPAA) requirements. In an effort to simplify and standardize tracking of all ROM Personnel on JBPHH, tenant commands are directed to provide daily updates regarding status of personnel via C4I no later than 1200L, effective 28 Mar 20.
3. Please follow these steps:
 - A. Log into: <https://c4isuite.atfp.cnmc.navy.mil/Pages/index.aspx>
 - B. Navigate to Navy Region Hawaii
 - C. Navigate to Joint Base Pearl Harbor-Hickam
 - D. Select the tab at the top labeled "PERSONNEL STATUS TRACKER"
 - E. Select add new item
 - F. Fill out all fields as required
4. Tenant commands will input the status (i.e. ROM, PUI, COVID-19+, or CLEAR) of their personnel for 14 days. When members are cleared of ROM status, change their status to CLEAR.
5. For any questions or concerns regarding this matter, please contact JBPHH EOC via phone: 448-2570/3262/2583/2757 or jbphh.eoc@us.af.mil.


T. L. HARRIS
By direction